

# **PITSTONE & IVINGHOE MUSEUM SOCIETY**

## **MINUTES OF THE ANNUAL GENERAL MEETING HELD ON THURSDAY 19<sup>th</sup> NOVEMBER 2009 AT PITSTONE GREEN MUSEUM AT 20.00**

### **1. Present:-**

Chairman – David Goseltine, Treasurer – John Youngs, Museum Manager & Vice Chairman - Norman Groom, Secretary - Peter Keeley, Committee Members and Trustees – Sue Lipscomb, Rob Barber, John Childs, Nigel Thompson, and 13 other members.

### **2. Apologies were received from:-**

Anne Ball (Publicity Secretary), Brenda Grace, Geoff & Hazel Travis, Alex & Owen Wynne, Hilda Donovan, Jean de Selincourt, Cathy Terry, Joan Double, Jean Treacher, John and Hazel Barber, Les Laing, Helen Hickson, John Cole & Jeanette Wallis (Trading Secretary).

### **3. Minutes of the AGM 20<sup>th</sup> November 2008**

These were discussed and several inaccuracies were identified. 1. There should have been no apologies for absence from Brenda Grace since she was present at the meeting 2. Jeannette Wallis should be correctly identified as Trading Secretary 3. Sandra Barnard should be correctly identified as Newsletter Editor. These changes were approved and the copy was amended and then signed by Chairman David Goseltine as a true record. The approval was proposed by Bill Barnard, seconded by Rob Barber and carried.

### **4. Matters arising**

There were none.

### **5. Chairman's Report – David Goseltine**

The Chairman apologised for the absence of his report but promised that it would be inserted in the next newsletter.

### **6. Treasurer's Report – John Youngs**

Copies of the report and the accounts for year ended 31<sup>st</sup> March 2009 were available at the meeting. John briefly commented on several aspects of the report and accounts. He explained that we now work to a budget and that this was the first year that we had tried this. He pointed out that the surplus for the year was £2221 compared with £6814 for 2008. A shortfall had been expected as 2008 had two Easter open days and 2009 had none. This resulted in admission charges being down £1120 and the catering profit down £350. The main problem was additional expenditure on Repairs and Maintenance of £2400 and the start of the refurbishment of the catering area of £691. The main item of the repair cost was the roof of the Shop at £1182. The other under and over spends balanced out. Open Day takings for 2009/10 have been up by 60%. During the year we spent £2938 on the Science Room extension which we capitalised and is shown as an addition to buildings in Note 1. The balance sheet continues to remain healthy at £41050 with cash at £28130.

There were no questions on the accounts.

Mike Morris proposed, Rob Barber seconded, that the accounts be accepted and this was agreed unanimously.

### **7. Museum Report – Peter Keeley**

Peter reminded us of his regular reports in every newsletter. In addition to these he explained that Jim's Sawmill is now being replaced by Roy's 'Memorabilia of World War II' which would be ready by Easter. He also updated members regarding the land given by the NT which was smaller than he had expected and therefore hard to maintain. It was likely we would to refuse to take all the land.

### **8. Programme – Sue Lipscomb**

This year has seen the usual wide range of topics from the history of popular photography to Victorian herbal medicines and from the first aircraft at Halton to the experiences of an auctioneer. It was Robert Masefield's talk about the archaeology of the A41 near Aston Clinton which attracted the largest crowd at 39 people. That and the ever popular Cheese, Wine and Antiques evening with Stephen Hearn in July helped to boost our average attendance to the reasonably good total of 29. Of course, I am never satisfied and always hope for more people to attend our talks, but if more than 40 walked in through the door we would all panic as there simply would not be enough seats! I must make special mention of Geoff Travis who saved the day at our April meeting when our speaker had to cancel at the last moment. His talk was both amusing and informative and I was extremely grateful. The speaker who had to cancel on that occasion was Lydia Carmichael, who I am delighted to say will be talking to us about the Foundling Hospital in April next year.

Please do remember that I am always ready to listen to your ideas for good speakers and interesting subject matter for the forthcoming year. Finally I would like to thank once again Rob and Barbara Barber who are always here when I arrive and serve the tea and coffee so ably.

## **9. Publicity Report**

Publicity Secretary Anne Ball was unable to attend but handed her report to Peter who had forgotten it, however, it will be included in the next newsletter.

Norman Groom reminded everyone that we had used a new format for the publicity leaflet. It was in full colour and of the 3-page fold out type on which much more information can be given. This cost us £400 for a print run of 10,000 and has proved to be very successful so the format will be repeated next year. There were also general comments about local radio and newspapers which were not as helpful as previously.

## **10. Membership Report**

Bill Barnard said we now have 140 members which results in 98 newsletters being sent. 12 newsletters were sent to local societies, libraries and friends of P&IMS.

## **11. Archives**

Sandra Barnard's report on the status of the archives was as follows:

1. We are continuing with the checking of the artefacts in their current locations. This is about 75% complete
2. Upkeep of all computer records is ongoing.
3. Scanning of photographs is 99% complete.
4. Scanning of the museum slides is ongoing.
5. The production of an interactive photograph program for the public to use on Open Days has proved to be very successful. As the slides are scanned they will be added to this.
6. The record keeping of the movement of archives is not being done by the persons moving the items. This means the computer records will not be correct. Forms have been produced by Peter for this purpose and now volunteers need to be told to start completing these and handing them to the archivist.

## **12. Election of officers and committee members**

No nominations had been received.

### **Officers**

David Goseltine	Chairman
Norman Groom	Vice Chairman
John Youngs	Treasurer
Peter Keeley	Secretary

The above were proposed *en bloc* by Rob Barber, seconded by Les Graves and the meeting agreed.

### **Committee posts**

Rob Barber John Childs and Nigel Thompson did not wish to stand again.

It was decided that the job of Business Manager should go.

Museum Manager - Norman Groom	This was proposed by David Goseltine, seconded by Peter Keeley and the meeting agreed.
Programme Secretary - Sue Lipscomb	This was proposed by Norman Groom, seconded by Les Graves and the meeting agreed.
Publicity Secretary - Anne Ball	This was proposed by David Goseltine, seconded by Sandra Barnard and the meeting agreed.
Deputy Museum Manager – Dennis Trebble	This was proposed by Sandra Barnard, seconded by Mike Morris and the meeting agreed.

### **Non-committee posts**

Museum Site Manager - John Childs  
Membership secretary - Bill Barnard  
Archivist – Sandra Barnard  
Trading Secretary – Jeanette Wallis  
Newsletter Editor – Sandra Barnard  
Craft Co-ordinators – Brenda Grace and Margaret Elliott

There was a request for more volunteers as committee members but there was no response.

## **13. Appointment of Independent Examiner**

Roy Geary had said he is willing to continue with this position. Proposed that he should do so by Peter Keeley and seconded by David Goseltine and carried unanimously.

#### **14. Any other business**

John Childs proposed a vote of thanks for the catering staff for their work throughout the year. He made the point that more help was always needed and that the ladies are an essential part of our team.

Sandra Barnard suggested that the entry for an adult should be raised from £4.00 to £5.00 but after some discussion it was agreed to leave it unchanged at present.

Norman Groom reminded everyone that the membership subscription was now £7.00 and that we should raise it to £8.00 with joint membership going from £12.00 to £14.00. No-one objected and it was therefore agreed that this change should take place from April 2010.

Mike Morris proposed a vote of thanks to the committee.

Dennis Trebble suggested that all volunteers needed a vote of thanks for their unstinting hard work throughout the year. Norman talked of the 'fish and chip' meal which was a 'thank you' to the volunteers each year. He said there had been a good increase in the number of volunteers and pointed out that at times there was scarcely enough room for everyone to enjoy their refreshments together.

Norman told the members of the committee's unanimous decision to instigate a new category of membership; Life Membership. This is to recognise long, active service to the Museum by members who are no longer able to be actively involved as volunteers. Jack Brantom and Ron Ashurst are to be the first two Life Members. Additionally the committee voted David Goseltine to join the list of Honorary Members of the Society. Letters have been sent to the two Life Members.

The meeting closed at 20:58.

The AGM next year will be on Thursday 18<sup>th</sup> November 2010 at 8p.m. in the meeting room at the Museum

#### **Missing Publicity Report – see item 9 above**

#### **2009 Annual Report for Pitstone Green Museum - Publicity**

As you know 2009 was a very successful season.

The revamped leaflets were very popular and I feel sure these contributed hugely to the increased number of visitors this year. I believe Norman Groom is in the process of creating a leaflet for 2010 and I would like to take this opportunity of thanking him for doing this time consuming job and also to all those who helped circulate them.

More and more of the traditional free publicity we have used in the past such as newspapers and radio stations are now resorting to the internet. John Youngs and John Childs have taken on the task of contacting one or two radio stations prior to an open day, for which my thanks.

We have increased the use of roadside adverts that have to be erected just prior to an open day and removed immediately after. These boards have proved successful and we would welcome anyone who is prepared to take on this task in a new situation, particularly in the Tring area.

Anne Ball, Publicity Secretary